OST

TRAVEL PAY BRIEF

Personnel Policy Guidance (PPG)

Chapter 8, para 8-3 p. (3)

"Soldiers ordered to active duty at a CONUS location outside the local commuting area of their principal residence, are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These soldiers are also authorized per diem during the entire period of active duty. Per diem will be reduced when government quarters and mess are available."

Personnel Policy Guidance (PPG)

Chapter 8, para 8-3 p. (4)

"RC Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They **are not authorized** per diem or mileage during the remainder of the active duty tour."

Top 10 Reasons For Problem Vouchers

✓ **Missing Traveler/Reviewer/Approving Official Signatures/Dates**

✓ **Missing Orders**

✓ **Missing Receipts/ Invalid Receipts**

✓ **Meals not Identified When Claiming Registration Fees**

✓ **Expenses Claimed but not Authorized in Orders**

✓ **Block for Mileage not checked/ Owner Operator not Claimed**

✓ **Incomplete Itinerary**

✓ **Traveler does not submit/Reviewer does not forward voucher within 5 business days of completion of travel**

✓ **ATM Expenses not Separated**

FILLING OUT YOUR DD 1351-2

TRAVEL VOUCHER
DD1351-2

Block 1 (Payment):

> **EFT MANDATORY**

> **SPLIT DISBURSEMENT:**

- Amount indicated is paid directly to Bank of   America account

- Any or all can be sent to BOA

- Must indicate "ALL" or specific dollar amount

SPLIT DISBURSEMENT

- ✓ **Department of Army has directed _mandatory split payments_ for all military**

- ✓ **(EFT) payments only--<u>not</u> check payments**

- ✓ **Any portion or <u>all</u> of the travel payment can be sent to Bank of America charge card account**

- ✓ **Reviewing Official and Traveler determine Amount to be sent to BOA**

- ✓ **Any Voucher not having a check in Block 1 will not be processed. DFAS will attempt to call and resolve within 48 hours.**

TRAVEL VOUCHER
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TRAVEL VOUCHER OR SUBVOUCHER	Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
Electronic Fund Transfer (EFT)
Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.

Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ _____

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
Paid, Ivana B.	**SPC/E-4**	**123-45-6789**	**X** TDY **X** Member/Employee PCS **X** Other Dependent(s) DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
P.O. BOX 123	**FORT DIX**	**NJ**	**08640**

e. E-MAIL ADDRESS **IVANA.B.PAID@US.ARMY.MIL**

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	10. FOR D.O. USE ONLY
			a. D.O. VOUCHER NUMBER
11. ORGANIZATION AND STATION			b. SUBVOUCHER NUMBER

> **Block 2, 3, & 4: Self-explanatory**
>
> **(Blocks 2 - 4: Compare with orders, if orders are incorrect, you must correct & initial orders)**
>
> **Block 5: TDY, Member, & Other**
>
> **Block 6:**
>
> - **Column a - d: Indicate PERSONAL mailing address; this is where correspondence will be sent in case there is a problem with your paperwork**
>
> - **Column e: valid e-mail address**

TRAVEL VOUCHER
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e. E-MAIL ADDRESS	IVAN.B.PAID@US.ARMY.MIL			10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE **609-562-1234**	8. TRAVEL ORDER/AUTHORIZATION NUMBER **12-456-07**	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION		**NONE or $$$.$$**		b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
ACCOMPANIED	UNACCOMPANIED				
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE			
			14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)	d. COMPUTATIONS
			YES	NO (Explain in Remarks)	
15. ITINERARY		c. MEANS/	d. REASON	e. LODGING	f. POC

> **Block 7: DAYTIME telephone #**

> **Block 8: Travel Order #, see block 22 of Orders**

> **Block 9:**

  - **List ALL payments made for this TO# by any Finance Office for advances/accruals/previous settlements**

  - **Indicate Amount paid, Date paid, & DOV#**

  - **Do NOT list ATM advances/withdrawals**

> **Block 10: Leave blank**

TRAVEL VOUCHER
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> ➤ **Block 11 (Organization & station): Unit of Assignment (Permanent)**
>
> ➤ **Block 12 & 13 & 14: Leave Blank; for PCS travel only**

TRAVEL VOUCHER
DD1351-2

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE 2005	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						
22 Jan	DEP	509 Any street, Anytown, SC 29210 (HOR)					
22 Jan	ARR	B CO 1/109 IN, Williamsport, PA 17701 (Home Station)		TD			
25 Jan	DEP			GB			
25 Jan	ARR	Ft Dix, NJ 08640 (Mob Station)		TD			
30 May	DEP			GP			
30 May	ARR	IRAQ - OIF operations Change Year 2005 to 2006		TD			
10 Feb	DEP			CP			
11 Feb	ARR	R & R leave (DA 31 Attached)		LV			
27 Feb	DEP			CP			
28 Feb	ARR	IRAQ - OIF operations		TD			
11 Jun	DEP			GP			
11 Jun	ARR	Ft Dix, NJ 08640 (Demob Station)		TD			
14 Jun	DEP			GP			
14 Jun	ARR	B CO 1/109 IN, Williamsport, PA 17701		TD			

16. POC TRAVEL (X one) — OWN/OPERATE — PASSENGER — **17. DURATION OF TDY TRAVEL**

18. REIMBURSABLE EXPENSES

g. SUMMARY OF PAYMENT
(1) Per Diem
(2) Actual Expense Allowance
(3) Mileage
(4) Dependent Travel

➢**Block 15 Column c (mode of travel):**

➢**Block 15 Column d (reason for stop):**

- **AT = awaiting transportation**

- **AD = authorized delay**

- **LV = leave**

- **TD = TDY**

- **MC = mission complete**

TRAVEL VOUCHER
DD1351-2

TRAVEL VOUCHER OR SUBVOUCHER
(Continuation Sheet)

4. NAME *(Last, First, Middle Initial) (Print or type)*

Paid, Ivana B.

15. ITINERARY

3. FOR D.O. USE ONLY

a. DATE 2006		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
16 Jun	DEP	**B CO 1/109 IN, Williamsport, PA 17701**					
16 Jun	ARR	**509 Any street, Anytown, SC 29210 (HOR)**	**MC**				
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						

TRAVEL VOUCHER
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										(1) Per Diem	
	ARR									(2) Actual Expense Allowance	
	DEP									(3) Mileage	
	ARR									(4) Dependent Travel	

16. POC TRAVEL (X one)	**X** OWN/OPERATE	**X** PASSENGER		17. DURATION OF TDY TRAVEL	(5) DLA	

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(6) Reimbursable Expenses	
30 May 05	LAUNDRY ($2 x 129 DAYS) 22 Jan 05 - 30 May 05	$ 258.00		12 HOURS OR LESS	(7) Total	0.00
30 May 05	M&IE $3 x 129 Days	$ 387.00		MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(8) Less Advance	
15 Jun 06	LAUNDRY ($2 x 5 DAYS) 11 Jun 06 – 15 Jun 06	$ 10.00			(9) Amount Owed	0.00
15 Jun 06	M&IE $3 x 5 Days	$ 15.00		**X** MORE THAN 24 HOURS	(10) Amount Due	
10 Jun 06	M&IE $3.50 x 359 Days	$ 1256.50				

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE	b. DATE	c. SUPERVISOR SIGNATURE	d. DATE

➤ **Block 18 (Reimbursable expenses):**

- **Column a: date expense occurred**

- **Column b: type expense, e.g. hotel taxes, tolls**

- **Column c: amount of expense**

- **More than 24**

REIMBURSABLE EXPENSES

Must Be Authorized!

ATM Fees: Service members that 1) do not have a government charge card and 2) use their personal card can be reimbursed any fees for   making a withdrawal for travel.

Room Taxes: If travel occurred CONUS, room taxes should be claimed in Block 18 (separately from lodging expense). If OCONUS, do not separate expense.

TRAVEL VOUCHER
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				MORE THAN 24 HOURS			
				(10) Amount Due			
				19. GOVERNMENT/DEDUCTIBLE MEALS			
				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE	b. DATE	c. SUPERVISOR SIGNATURE	d. DATE
Ivana B. Paid	**17 Jun 06**	**I.M. Charge**	**17 Jun 2006**

21.a. APPROVING OFFICER SIGNATURE	b. DATE
U. B. Bossman, MAJ, USA *U. B. Bossman*	*17 Jun 06*

22. ACCOUNTING CLASSIFICATION

➤ **Block 21 Column a (Approving officer signature)**

➤ **Block 20:**

- **Column a: Traveler's signature**

- **Column b: Date (cannot be signed & dated prior to last day of travel)**

- **Column c: Supervisor's signature (must be signed by "reviewer" - see reviewer's checklist)**

- **Column d: Date signed (cannot be signed & dated prior to last day of travel)**

TRAVEL VOUCHER
DD1351-2

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In [...] disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, a[...] Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial [...]

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim [...] 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL [...]

GTR/TKT or CBA *(See Note)*
Government Transportation

29. REMARKS

a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:

1. Leave taken (11 Feb 06-27 Feb 06) DA 31 included.

b. ALL UNUSED TICKETS *(including identification of unused "e-tickets")* MUST BE TURNED IN TO THE T/O OR CTO.

DD FORM 1351-2 (BACK), JUL 2004

➢ **Remarks:**

- **Indicate all leave taken**
- **Travel related issues not straightforward on form**
- **Use to clarify anything out of the ordinary**

Did You Know??

myPay

➤ Allows customer electronic access to:
   ➢ **LES View/Print**
   ➢ **Travel Voucher View**
   ➢ **DFAS Vouchers Paid Within Last 6 Months**

   http://mypay.dfas.mil/

TRAVEL PAY SERVICES
IVRS

1-800-332-7366 or DSN: 699

➤ Allows traveler to check (for past 90 days):
   ➢ **Receipt of voucher**
   ➢ **Payment of voucher**

Did You Know??

➢Requirement for all soldiers;
sign-up at *http://www.Us.Army.Mil*

➢ Automatically Sends Email to:
  ➢Notify Traveler When Voucher is Received by Servicing DFAS

  ➢Notify Traveler When Payment is Disbursed and the Amount

  ➢Provide Contact Information to Traveler for Servicing DFAS